

Instructions for Using EXCEL Medicated Labeling Files

STEP 1:

Select the correct label from the list of animal drugs and feed additives most commonly used in Wisconsin. Find the drug or drug combination needed, animal class when applicable, and the abbreviated drug indication(s) for use. Type B medicated feeds must be used according to their label instructions so make sure the drug indication(s) for use that you select is also on the Type B medicated feed label.

Note some files will be for complete or supplement feed or they will be distinguished as Type B or Type C.

For feeds containing chlortetracycline check the drug source label if withdrawal time exists and select the appropriate file.

STEP 2:

Enter the appropriate data. After selecting the appropriate file, enter data into the data entry cells that are highlighted in light yellow using capital letters for best visibility. To leave an area blank on the label itself (invoice number, date, formula code, etc.), use the space bar rather than the delete key. Using the delete key will leave a zero on the label.

STEP 3:

Check that the formula drug level is within FDA regulations. After data entry is complete, you can check if the drug level of the medicated feed (highlighted red cell) is within FDA allowable level if required by the regulation. For drugs that have no set level, calculators are available to check the correct amount of drug based on animal weight, dry matter intake, and dry matter of the feed.

STEP 4:

Print the label. Two labels will be printed on one 8 ½ x 11 sheet of paper. One is for the customer and one is for your file, which you are required to keep for one year following the production date. This medicated label information must be sent with every delivery. Labels are formatted for perforated paper if desired.

Besides printing a medicated label, each file also has a worksheet for printing labels with the word “medicated” and an identifier to attach to each bag as required by the feed rule. Use this feature by clicking on the worksheet named “BAG LABELS” (located near the bottom of your screen). The Avery Template 5960 is required to print these labels.

If you want to check if data entry was correct, a hard copy of data entry can be printed by changing the print area (found under File). This data entry will be printed on a second page.